



## Best Practices and Lessons Learned

### Lessons Learned

- Engage high-level management support early and often
  - What are management's priorities?
  - What are their problem areas?
  - Make sure you address the problems/priorities – otherwise you're an annoyance.
- Designate energy-efficiency champion for project
- Assign agency project manager – may or may not be project champion
- Educate project team and stakeholders about the ESPC financing mechanism

## Lessons Learned

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- Recognize that financed energy projects can have a long development cycle
  - Go as fast as you can
  - People change
  - Risk tolerance changes
  - Develop and manage to a schedule
  - Schedule slips delay savings realization and can incur interest expense
  - The longer it takes to develop a project, the lower the probability for success
- Communication, communication, communication



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## Lessons Learned

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- Maintain complete project documentation during all stages of project development, implementation, and performance – *PREPARE FOR INEVITABLE STAFF TURNOVER*
  - It is likely your project will be reviewed/audited
  - Being able to pass on institutional knowledge helps players joining the team come up to speed quickly
- Plan for Project Transitions between phases:
  - Planning
  - Preliminary Assessment
  - Conceptual Design/  
Investment-Grade Audit
  - Design
  - Construction
  - Warranty and Payment Period



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## Lessons Learned

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- Use subject matter experts to educate stakeholders – technical, finance, process
- Identify potential risks – manage and mitigate
- Do your due diligence – read every word
- Take a graded approach
  - Prioritize activities based on importance/value
- Use your FEMP FPE, PF, and resources on web
- Each project is different
  
- ESPC projects can be fun!



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## CEUs for FEMP Training

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**Students must complete on-line test and course evaluation to receive certificate**

- Follow this link to WBDG:
  - [www.wbdg.org/education/femplt10202015.php](http://www.wbdg.org/education/femplt10202015.php)
  - Link is available only to attendees, only for two weeks
- Enroll/Register
  - Enroll only once – the site will thereafter keep records of all the student's training
- Take the test
  - Min. 80% correct answers required to pass
- Complete the evaluation **to receive your certificate**
  - For access to records/download certificates, click “My Account” on WBDG home page tab

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**Discussion**

**Q&A**

**Thank you!**

**ESPC Jeopardy**

